



**STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET**

December 2, 2020

Robin Schurman
BRS Consulting, Inc.
PO Box 237
Harrington, DE 19952

RE: OMB/DFM CONTRACT NO. MC2006000177
Department of State
Fenwick Island Light Keepers House Interior Fit Out
Base Bid: \$318,500.00
Contract Award; Amount \$420,200.00

Dear Robin Schurman:

On behalf of the Office of Management and Budget of the State of Delaware, let this serve as a Notice of Intent to Award to BRS Consulting, Inc. for the above-captioned project in the amount of Four Hundred Twenty Thousand Two Hundred Dollars and no cents (\$420,200.00). This is inclusive of the base bid and alternates one and two.

Please provide to our office copies of the Employee Drug Testing Program for the Contractor and for all listed Subcontractors two days prior to contract execution and the Affidavit of Craft Training Compliance for your company.

Once these items are received and reviewed, we will request the Architect prepare two (2) copies of the Standard Form of Agreement between Owner and Contractor, accordingly. Please sign and submit them along with a Performance Bond for the sum equal to 100% of the contract price. You are reminded that Delaware Code, Title 29, Chapter 6962(d)(8)c and (13)c, requires these items be executed within 20 days of notification of the contract award. The contract form **MUST** have the signature of a representative who has the legal capacity to enter your organization into a formal contract with the State of Delaware, Division of Facilities Management

The following are required to be submitted along with the executed contract forms:

- Performance Bond
- Payment Bond
- Certificate of Insurance
- Subcontractor(s) Delaware Business License

One copy of the fully executed contract will be returned for your records. Our office will execute the Agreement, issue the Contract Award Letter and initiate a State of Delaware Purchase Order upon receipt of the above documents. Should you have any questions or require additional information, please contact Ashlie Stanley, Construction Project Manager, at (302) 739-5644.

Sincerely,

Alisha McCullough
Capital Program Administrator
Division of Facilities Management

AMM/ab
cc: Ashlie Stanley, Construction Project Manager
Matthew Lano, DEDC, LLC

**FACILITIES MANAGEMENT
540 S. DUPONT HIGHWAY, SUITE 1 . THIRD FLOOR . DOVER, DE 19901
PHONE: (302) 739-5644 . FAX: (302) 739-6148 . WWW.OMB.DELAWARE.GOV**